

Approved 6/26/2023

Town of Chelmsford Select Board Minutes  
50 Billerica Rd., Room 204  
Chelmsford, MA 01824

Regular Meeting MINUTES  
June 5, 2023

*Attending:*

Mark Carota, Chair  
Patricia Wojtas, Vice Chair  
Virginia Crocker Timmins, Clerk  
George Dixon, Board Member  
Erin Drew, Board Member

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. The meeting was recorded by Chelmsford Telemedia.

Chair Carota called the meeting to order at 6:00 PM followed by the Pledge of Allegiance.

**PUBLIC SERVICE ANNOUNCEMENTS**

**Evelyn Thoren: Arts & Technology Education Fund Grant Awards**

Evelyn Thoren, ATEF Chair, presented Arts & Technology Education Fund Grant Awards to Meghan Kennedy and Lyndsey O'Neil for development of sensory materials to benefit students at the Byam School; Mary Ellen Forty for promoting preschool process art for students at CHIPS; and David Steeves for development of interactive robotic video integration for high school students.

**Diversity, Equity and Inclusion Committee: Pride Month Proclamation**

Vice Chair Wojtas read the proclamation from the Select Board recognizing June 2023 as Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) Pride Month in the Town of Chelmsford. Representatives of Rainbow Chelmsford gratefully accepted the proclamation.

**Pride Month at Market on the Common**

Jen Melanson, Community Services Director, appeared before the Board and outlined the various family-friendly activities and resources to celebrate Pride Month on June 10<sup>th</sup> from 11:00AM-2:00PM at the Market on the Common featuring family-friendly activities and resources.

Vice Chair Wojtas read the following announcements:

**Hands-Only CPR Training: Chelmsford Public Library, June 6<sup>th</sup>, 4:00-6:30PM**

Drop in for a quick demonstration of hands-only CPR training at the Library on June 6<sup>th</sup> during the hours of 4:00-6:30PM. This training is not used for CPR certification. For more information contact the Health Department at 978-250-5241.

**NARCAN Training, June 8<sup>th</sup>**

Free NARCAN training on June 8<sup>th</sup> at 2:00PM at Town Hall-Fire Department lower training room. Registration is required. For more information call 978-250-5241. Free doses of NARCAN will be given to attendees.

**Celebration! A Drag Show, June 10<sup>th</sup>, 7:00PM, Chelmsford Center for the Arts**

Chelmsford Center for the Arts and Chelmsford Community Services invites all to celebrate pride month in recognition of the LGTBQ+ community with a Drag Show presentation on June 10<sup>th</sup> at 7:00PM at CCA at 1A North Rd. The show is for adults 18+ years and will also have a cash bar. To purchase tickets go to

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chelmsfordarts.org, click on events or call the box office at the CCA at 978-250-3780 or email [cca@chelmsfordma.gov](mailto:cca@chelmsfordma.gov) for more information.

**Representative Simon Cataldo Office Hours, June 12<sup>th</sup>, 12:00-2:00PM, Chelmsford Public Library**

Representative Cataldo will hold office hours on June 12<sup>th</sup> at the Library from 12:00-2:00PM.

**Municipal Open House, June 12<sup>th</sup>, 6:00-8:00PM, Chelmsford Public Library**

All are invited to attend the Municipal Open House on June 12<sup>th</sup> from 6:00-8:00PM at the Library. Representatives from boards and committees will be available to answer your questions about what they do and how you can become involved in municipal government.

**Health Department Plant Positivity Event, June 13<sup>th</sup>**

Youth ages 10 and up are invited to contribute to their community by participating in a plant positivity event on June 13<sup>th</sup> from 5:00-6:30PM to decorate a plant pot and attach a positive quote for delivery to the Senior Center. For more information and to register contact the Health Department at 978-250-5241 or email [tangel@chelmsfordma.gov](mailto:tangel@chelmsfordma.gov).

**MassDOT Virtual Public Hearing Regarding Replacement of Gorham Street and Westford Street Bridges over I495, June 14<sup>th</sup> 6:00PM**

MassDOT will host a virtual design public hearing regarding the replacement of Gorham St. and Westford St. bridges over I495 on June 14<sup>th</sup> @ 6:00PM. For more information email [massdotmajorprojects@dot.state.ma.us](mailto:massdotmajorprojects@dot.state.ma.us) and to obtain a link to the meeting go to [www.mass.gov/orgs/highway-division/events](http://www.mass.gov/orgs/highway-division/events).

**Juneteenth Celebration, June 17<sup>th</sup>, 11:00AM-3:00PM, Town Common**

All are invited to attend the Juneteenth Celebration on June 17<sup>th</sup> from 11:00AM-3:00PM on the Town Common. Keynote speaker is Brent Smith, Professor of Communications at Emerson College. Enjoy African soul food, music, performers and Kids Zone games.

**Parade Committee: Independence Day Celebrations**

Lynn Marcella and Jeff Hardy, members of the Parade Committee, appeared before the Board and outlined the various Independence Day celebrations on July 2<sup>nd</sup>, July 3<sup>rd</sup> and July 4<sup>th</sup>. Volunteers are needed and for more information on scheduled events visit [chelmsfordparade.org](http://chelmsfordparade.org). Ms. Marcella thanked the various sponsors of the events, and Mr. Hardy announced John and Linda Carson as parade marshals.

**Vacancy on the Planning Board**

The Select Board and Planning Board will hold a joint meeting on June 26<sup>th</sup> at 6:00PM in Room 204 of Town Offices to appoint a registered voter to fill a vacancy on the Planning Board. Interested parties can submit a letter of interest to the Select Board or appear at the June 26<sup>th</sup> meeting.

**PUBLIC INPUT**

Jen Melanson, Community Services Director, appeared before the Board. She applauded the Board's outreach efforts to the LGBTQ+ community by sponsoring a listening session and the Town Manager's granting of the request by the Dillon family to light the Town monument in recognition of the loss of their child to sudden unexplained death in children. In her role as Community Services Director, she made a formal request of the Board to approve the lighting of the monument in rainbow colors in recognition of Pride Celebrations on June 10<sup>th</sup>. While she recognized that her request to have an agenda item on the topic was denied because the Town did not have a "formal policy on lighting the monument," she urged the Board to live up to the stated values of the Town of inclusion and diversity by showing a symbol of support for the LGBTQ+ community in the rainbow lighting of the monument on June 10<sup>th</sup>.

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Brian Latina, 15 Jessie Road and Town Meeting Representative for Precinct 9, appeared before the Board. He noted that, while Ms. Melanson's idea was a good one, the Town bylaws prohibit the outside lighting of buildings and structures in this way.

On another note, he stated that insofar as revenues from excise taxes are being lost, he urged the Board to enforce state law that requires residents moving to Chelmsford from other states to register their vehicles in Massachusetts. He also asked that, in conjunction with the state's establishment of a cell tower at the I495 entrance to the Town, that a request to the state be made to renovate the buildings in the recreation area so as to provide a fitting welcome to the Town.

### **COMMITTEE VACANCIES**

Vice Chair Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.chelmsfordma.gov> or through the Town Manager's office.

### **DISCUSSION WITH THE TOWN'S LEGISLATIVE DELEGATION TO DISCUSS LEGISLATIVE PRIORITIES**

Representatives Rodney Elliott and Jim Arciero appeared before the Board as well as Senator Mike Barrett and Kyle Sanders, aide to Representative Simon Cataldo, appearing remotely.

Representative Arciero opened the discussion by stating that the budget was in conference committee consisting of three members of the House and Senate to deliberate on a final budget. Representative Elliott and Senator Barrett reported that Chelmsford's earmarks are also in conference committee: \$20K for Vinal Square beautification, \$70K for the police command vehicle, \$75K for school electrification roadmap and \$25K for elder food insecurity.

The Representatives responded to the Board's written list of concerns and reported on advocating for the following projects:

- Home rule petition for Ledge Rd. – House Bill 3876 scheduled for review by the Transportation Committee next week; Board will be notified of hearing date for in-person testimony or written letters of support.
- Acceleration and simplification of transmission of solar projects and consumer cost considerations for modernization of electrification grid.
- State subsidy of \$3,500 available to supplement federal subsidy for purchase of electric vehicles.
- Specifics of concerns with regard to National Grid and tree removal replacement need to be submitted to Senator Barrett for his intervention/resolution with state departments.
- Delay in completion of underground utility project in Town Center originally partially funded by landline surcharge, a source of diminishing revenue. While utilities are under state jurisdiction, telecommunications are under federal jurisdiction and state has little leverage, but Senator Barret will follow up.
- \$1 billion in ARPA monies provided rental assistance during the pandemic. Secretary of Housing appointed to oversee housing crisis and provide technical assistance to municipalities supporting affordable housing; funding provided for municipalities to provide additional public safety and education services for increased population as a result of family sheltering.
- Expansion of bottle bill to include various drink containers and increase of redemption from \$.05 to \$.10; increased awareness from business community of the need for waste reduction and health

concerns for toxic petrochemicals from plastic as well as embedded carbons in construction materials.

- Extended producer responsibility for the life cycle of appliances including takeback of products resulting in the use of more sustainable materials in manufacture.
- Depreciation schedule to increase excise tax payments to Town to reflect the value and extended length of vehicle ownership.
- Acceleration of disbursement of Chapter 90 funds in line with traditional summer construction season.
- Omnibus bill to address growing PFAS issues affecting water districts and increase in water/sewer demands on infrastructure due to additional housing initiatives; need for federal support.
- Follow up on the design and permitting process on the Southwell boat ramp.

Senator Barrett addressed other issues on which the legislative team is advocating including the affordability of childcare and early childhood education. Town Manager Cohen noted the affordability of higher education as well.

The next meeting with the legislative team is scheduled for November 20<sup>th</sup>.

## **PUBLIC HEARINGS**

### **National Grid and Verizon Pole Petition: Acton Rd.**

Alexander Mutz, representing National Grid, appeared remotely before the Board and presented the petition for a joint pole construction of National Grid and Verizon on Acton Rd. to better improve reliability of service in the area. In response to Board Member Dixon's concern for the safety of the road and question on whether businesses in the area would be impacted, Mr. Mutz stated that there will be no interruption of service to the businesses, but could not commit to the start date of the project. In answer to Board Member Timmins' question on a double pole, Mr. Mutz stated that there will only be a single pole with no underground placement.

#### *Public Input:*

Brian Latina, Town Meeting Representative, appeared before the Board. He stated that the Town has not in the past enforced its bylaw to impose a \$300 fine on the installation of double poles. He suggested that by denying an application for a pole, the Board would encourage the utility company to take existing double poles down. He also warned that in the event of rain, the bittersweet vine growing on the pole would pose a hazard by falling to the ground.

**MOTION:** by Vice Chair Wojtas to close the public hearing. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

**MOTION:** by Vice Chair Wojtas to approve petition 30744198 for the construction of a pole on Acton Rd. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

## **LICENSES**

### **Entertainment License: Pressed Café Chelmsford, LLC, 330 Billerica Rd.**

Town Manager Cohen stated that the request of license is to provide outdoor entertainment with no loss of outdoor seating. Noise is not anticipated to be an issue since there are no residences nearby.

**MOTION:** by Vice Chair Wojtas to approve the request for an entertainment license at Pressed Café Chelmsford to be operated on the premises at 300 Billerica Rd. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

**One Day Beer & Wine License: House Bear Brewing, Weston Nursery, 160 Pine Hill Rd., June 9th**

Jim Connolly, Manager of Weston Nursery, appeared before the Board with regard to a one day beer and wine license for beer vendor, House Bear Brewing, at its anniversary event on June 9<sup>th</sup>.

**MOTION:** by Vice Chair Wojtas to approve a one day beer and wine license for June 9<sup>th</sup> for an event to be held at Weston Nursery, 160 Pine Hill Rd. as presented. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

**One Day Beer & Wine License: American Legion Post 313, 90 Groton Rd., June 17th**

The following representatives of American Legion Post 313 appeared before the Board: Commander Daniel Vigeant, General Manager Albert Riccio and Senior Commander Phil Hamilton with regard to a one day beer and wine license for an annual block party to be held behind the premises on Willis Drive on June 17<sup>th</sup>.

**MOTION:** by Vice Chair Wojtas to approve a one day beer and wine license for an event to be held on June 17<sup>th</sup> as presented. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

**One Day Beer & Wine License: St. John the Evangelist African Community, 115 Middlesex St., June 18th**

**MOTION:** by Vice Chair Wojtas to approve a one day beer and wine license for St. John the Evangelist African Community at 115 Middlesex St. on June 18<sup>th</sup> as presented. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

**REPORTS AND PRESENTATIONS**

**Director of Public Works Christine Clancy:**

**Monthly American Rescue Plan Act Project Report**

DPW Director Christine Clancy appeared before the Board and reviewed the PowerPoint presentation on the monthly ARPA report projects and funding commitments, the status of the procurement or an anticipated procurement timeline, estimated project overruns or underruns, the total forecasted project cost, and the amount and percent spent to date. Of the \$7.9 million in allocated funds, approximately \$5.8 million, or 63% of the total allocated amount has been procured to date. The current anticipated overall ARPA program overrun is \$750,723. The remaining unallocated \$2.68 million will be allocated once expected costs of existing projects are more clearly defined.

Ms. Clancy reviewed procurements that remain, highlighted as follows:

- HVAC Mechanical HVAC Support in Municipal Buildings for FY24- FY26. This project is out to bid. Award anticipated mid-end of June.
- Modular RTU replacements at McCarthy and Parker – bid opening scheduled for June 7, 2023.
- Senior Center HVAC System – construction bid documents being prepared for mid-June bid.
- Testing and Balancing HVAC System projects at various buildings. A design consultant cost proposal was received. Since the cost proposal exceeded \$30,000, the Town is required to seek proposals through a bid process as outlined in MGL Ch. 149, 7 C requirements. Design bid documents are being prepared with an anticipated award in June. Construction bid documents will follow and are anticipated to be procured in July/August 2023.

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- Kensington Pump Station – pump station components to be procured this summer. Remaining project (overall cost estimated \$900,000) will be procured through the Sewer Enterprise’s capital improvement plan.

Discussion ensued on the time schedule for allocation of the remaining funds and additional anticipated overruns.

### **Sewer Inflow Removal Pilot Program**

DPW Director Christine Clancy appeared before the Board and reviewed the PowerPoint presentation on the proposed sewer inflow removal pilot program. The Town received a state earmark in the amount of \$105,000 to conduct a pilot program which will be targeted in evaluating opportunities and designs to remove private inflow from the sewer system. The DPW conducted a review of the entire Town’s topography and identified 400 properties located in the lowest elevations or in close proximity to wetlands that could potentially be eligible to participate in the program if these properties have sump pumps that are connected to the sewer system. She reviewed the process and plan for participation in the program to begin this summer including a targeted mailing and information posted on social media.

Discussion ensued on the technicalities of the program through the use of sump pumps and catch basins.

### **ADOPTION OF SELECT BOARD PUBLIC COMMENT POLICY**

Town Manager Cohen stated that, as a result of the recent Supreme Judicial Court ruling on public comment in open meetings, Town Counsel Paul Haverty drafted a public comment policy for adoption by the Select Board and other Town boards and committees. A copy has been disseminated to Chairs of boards and committees and related staff.

Board Member Timmins suggested that the cover letter from Town Manager Cohen providing the framework for the ruling also be made part of the policy as an appendix so as to provide important informational context for the ruling. She also suggested that a process be put in place for new members to boards/committees as well as newly formed boards/committees automatically receive this information as part of the orientation packet.

Following discussion, Town Manager Cohen will present a draft of a communication policy to so apprise new board/committee members for discussion at the next meeting.

### **TOWN MANAGER REPORTS**

#### **Wilson Lane Parcel Acquisition**

Town Manager Cohen reported that the Wilson Lane parcel has been officially deeded to the Town.

#### **Legislative Earmarks in FY24 Senate State Operating Budget**

Town Manager Cohen reported that the earmark of \$75K for the public school electrification roadmap study has been adopted by the Senate and is expected to be awarded.

### **APPOINTMENTS**

#### **Annual Appointments**

Town Manager Cohen presented the FY24 list of annual appointments to boards/committees of incumbents who have indicated their continued membership for approval by the Board.

**MOTION:** by Vice Chair Wojtas to approve the FY24 annual appointments as presented.  
Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

### **APPOINTMENT OF TOWN LEGAL COUNSEL**

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Town Clerk Patricia Dzuris appeared before the Board and asked the Board to reappoint Lauren Goldberg of KP Law as Special Counsel to the Board of Registrars for Elections. She also asked that she be appointed as Special Counsel to the Town Clerk in support of her various responsibilities including fulfillment of public records requests.

Board Member Timmins expressed concern with regard to the execution of duties of Special Counsel in the past and suggested that the Board have further discussion on the role of all stakeholders including Town Counsel Haverty. Ms. Dzuris asked to be part of further discussion.

Discussion ensued on the separate roles of legal counsel to various Town entities, and it was agreed that further discussion will be scheduled for the next meeting.

## **MEETING MINUTES**

### **Select Board Regular Meeting Minutes May 15, 2023**

**MOTION:** by Vice Chair Wojtas to approve the Select Board regular meeting minutes of May 15, 2023 as presented. Seconded by Board Member Timmins. **Motion carries 5-0, unanimous.**

### **Announcement of Determination of Releasability of Executive Session Minutes Minutes Not for Release: May 1, 2023 Segments 1, 2 and 3**

## **SELECT BOARD MEMBER LIAISON REPORTS AND REFERRALS**

Board Member Drew – no report.

Board Member Dixon – no report.

Board Member Timmins

- Suggestions for future agenda topics: discussion on consideration of a policy on monument lighting; discussion on enforcing open meeting law requirements for minutes generation by boards/committees; report on double poles.

Vice Chair Wojtas

- Ribbon cutting ceremony on the re-opening of MacKay Library.
- Poetry reading on June 22 @ 6:30PM at the Library.
- Flag Day ceremonies on Wednesday, June 14<sup>th</sup> at the Garrison House at 3:30PM and Elks at 6:00PM.
- Congratulations to graduates of Nashoba Tech and Chelmsford High School.

Chair Carota

- Friends of Roberts Field are fundraising for a memorial area to be set up at Friendship Park at Roberts Field to celebrate the life and spirit of Junie Dillon who passed away unexpectedly in December. Fundraising campaign will run from June 16-30 and fun events planned on dance, fitness classes for kids/adults, dinners, etc. For more information or to donate go to [www.juniesplace.org](http://www.juniesplace.org) or go to Friends of Roberts Field Facebook page.

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**ADJOURNMENT TO EXECUTIVE SESSION NOT TO RETURN TO OPEN SESSION**

**MOTION:** by Vice Chair Wojtas at 8:25PM, to adjourn to Executive Session, not to return to Open Session, to discuss strategy with respect to the deployment of security devices; and to review Executive Session Meeting Minutes of May 15, 2023 Segments 1, 2, 3, and 4.

**Roll call vote:**

**Chair Carota – aye.**

**Vice Chair Wojtas – aye.**

**Board Member Timmins – aye.**

**Board Member Dixon – aye.**

**Board Member Drew – aye.**

**Motion passed 5-0, unanimous.**

**NEXT REGULAR MEETING DATE: June 26, 2023**

Respectfully submitted,

Christine Martin Barraford  
Recording Secretary

*Supporting documents:*

- ATEF awards
- Proclamation Pride Month 2023
- Pride23
- 6/2023 hands-only CPR
- June Narcan training
- Drag Flyer
- Municipal open house flyer
- Plant positivity 2023 flyer
- MassDOT virtual design public hearing 6/14/2023
- Juneteenth flyer
- 2023 Independence Day events schedule
- Planning Board vacancy notice May 2023
- Committee vacancies as of 6/5/2023
- Pole petition Acton Rd.
- Entertainment license Application Pressed Café
- One day license House Bear Brewing Weston Nurseries event
- One day license American Legion
- One day license St. John the Evangelist
- 5/31/23 ARPA update cover letter
- 5/31/23 ARPA update spreadsheet
- 6/1/23 II pilot program update
- Select Board public comment policy 6/1/23
- Wilson Lane deed
- FY24 budget update
- FY24 annual appointments – SB mtg 6/5/23
- 2023 letter to Select Board re KP Law as Special Counsel
- 5/15/23 SB minutes draft



Town of Chelmsford Select Board Minutes  
Town Offices, Room 200  
50 Billerica Rd.  
Chelmsford, MA 01824

**Executive Session Minutes**

**Segment 2 (Minutes)**

June 5, 2023

**Attending:**

Mark Carota, Chair

Paul Cohen, Town Manager

Patricia Wojtas, Vice Chair

Virginia Crocker Timmins, Clerk

George Dixon, Board Member

Erin Drew, Board Member

Chair Carota called the Executive Session to order at 8:36 pm. The purpose of the Executive Session segments and start times were:

- 8:36 pm: Segment 1, Discuss Strategy with Respect to Deployment of Security Devices
- 9:12 pm: Segment 2, Review Executive Session Minutes of May 15, 2023 Segments 1, 2, 3, & 4

**Segment 2: Review Executive Session Minutes of May 15, 2023 Segments 1, 2, 3, & 4**

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The Board reviewed the draft Executive Session Minutes of May 15, 2023 Segment 1: Discuss Strategy with Respect to Collective Bargaining: Recent JLMC Mediation Effort Pertaining to Reaching a New Collective Bargaining Agreement with the Chelmsford Firefighters Union.

**Motion:** Vice Chair Wojtas motioned to approve the Executive Session Minutes of May 15, Segment 1 as amended, not to be released. Clerk Timmins seconded the motion.

**Roll Call Vote:**

Board Member Drew: **Aye**

Board Member Dixon: **Aye**

Clerk Timmins: **Aye**

Vice Chair Wojtas: **Aye**

Chair Carota: **Aye**

Motion carried, 5-0.

The Board reviewed the draft Executive Session Minutes of May 15, 2023 Segment 2: Discuss Strategy with Respect to Collective Bargaining: The Chelmsford Firefighters Union’s Arbitration Case Pertaining to the Scheduling of Overtime.

**Motion:** Vice Chair Wojtas motioned to approve the Executive Session Minutes of May 15, Segment 2 as amended, not to be released. Clerk Timmins seconded the motion.

**Roll Call Vote:**

Board Member Drew:	<b>Aye</b>
Board Member Dixon:	<b>Aye</b>
Clerk Timmins:	<b>Aye</b>
Vice Chair Wojtas:	<b>Aye</b>
Chair Carota:	<b>Aye</b>

Motion carried, 5-0.

The Board reviewed the draft Executive Session Minutes of May 15, 2023 Segment 3: Discuss Strategy with Respect to Collective Bargaining: The Chelmsford Police Patrol Officers Union’s Filing of a Prohibited Practice with the Department of Labor Relations Pertaining to Police Detail Pay.

**Motion:** Vice Chair Wojtas motioned to approve the Executive Session Minutes of May 15, Segment 3 as amended, not to be released. Clerk Timmins seconded the motion.

**Roll Call Vote:**

Board Member Drew:	<b>Aye</b>
Board Member Dixon:	<b>Aye</b>
Clerk Timmins:	<b>Aye</b>
Vice Chair Wojtas:	<b>Aye</b>
Chair Carota:	<b>Aye</b>

Motion carried, 5-0.

The Board reviewed the draft Executive Session Minutes of May 15, 2023 Segment 4: Discuss Strategy with Respect to Collective Bargaining: The Chelmsford Library Union's Filing of a Demand for Arbitration Regarding Use of Donated Sick Leave for Parental Leave.

**Motion:** Vice Chair Wojtas motioned to approve the Executive Session Minutes of May 15, Segment 4 as amended, not to be released. Clerk Timmins seconded the motion.

**Roll Call Vote:**

Board Member Drew:	<b>Aye</b>
Board Member Dixon:	<b>Aye</b>
Clerk Timmins:	<b>Aye</b>
Vice Chair Wojtas:	<b>Aye</b>
Chair Carota:	<b>Aye</b>

Motion carried, 5-0.

**Adjournment:**

**Motion:** Vice Chair Wojtas motioned to adjourn at 9:16pm. Clerk Timmins seconded the motion.

**Roll Call Vote:**

Board Member Drew:	<b>Aye</b>
Board Member Dixon:	<b>Aye</b>
Clerk Timmins:	<b>Aye</b>
Vice Chair Wojtas:	<b>Aye</b>
Chair Carota:	<b>Aye</b>

Motion carried, 5-0.

Respectfully submitted,

Virginia Crocker Timmins  
Select Board Clerk